



St Paul's Catholic College

JOB DESCRIPTION

POSITION	Teaching Assistant	GRADE	1.6 (£10,102 per annum)
DEPARTMENT			
REPORTING TO:	SENCO		
HOURS PER WEEK	27.92		
WEEKS PER ANNUM	39		

JOB PURPOSE

To work in partnership within the college community to contribute to the realisation of the college Mission Statement by helping to foster effective participation of students in the social and academic processes of the school

MAIN DUTIES AND RESPONSIBILITIES

Support for Students

- Supporting students with Special Educational Needs and Disabilities.
- Supervising and assisting groups or individuals students.
- Meeting parents or carers to complete Student Passport with targets.
- To ensure students are able to achieve/complete activities set by teachers.
- Developing students social skills in line with school policy and national curriculum requirements.
- Assisting with the inclusion of all students to ensure optimum benefit from teaching input which incorporates assisting students to meet their medical, emotional and welfare requirements.
- Accompanying students off-site.

Support for Teachers

- Enabling the teacher to undertake a more advanced range of learning activities by working with identified students.
- Helping to develop and implement lesson plans and teaching materials at a basic level.
- Providing feedback to teachers on student performance, learning obstacles and effectiveness of classroom processes and organisation.
- Monitoring and recording progress of students with Special Educational Needs or Disabilities.

Support for the Curriculum

- Assisting the teacher with testing and assessment activities.
- Providing support for exam concessions when appropriate
- Reviewing progress of students against specific learning programmes.
- Providing dedicated support for aspects of the national curriculum (e.g. literacy, numeracy etc).

Support for the School

- Implementing school curriculum policies including behaviour management
- Spotting early signs related to Child Protection, bullying and/or disruptive behaviour, learning difficulties, and ensuring that this is reported appropriately.
- Working with outside agencies, where necessary (e.g. speech therapists, education psychologists) according to the need of specific students.
- Undertaking unstructured time supervision of students when necessary.

Welfare of Students:

- Support 'Every Child Matters' (ECM) by seeking to promote the students enjoyment of school, their safety and welfare in and out of school, their choice of a healthy lifestyle, their participation in school based activities and their understanding of life beyond school.
- Responsible for safeguarding students at the school.

Cultural

- St Pauls is a cultural diverse learning and working environment and all employees are expected to promote cultural diversity and equality

The duties and responsibilities of this post cover a wide range, if less than the full responsibilities apply this will be reflected in the grade allocated within the range available.

Job Description Approved byDate.....
(Business Manager)

Name of the Staff member:

Staff Signature.....(To Acknowledge Receipt of Job
Description and Opportunity to Discuss the Matters Contained Within this document)

Date.....

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”